



**ASIAN UNIVERSITY
FOR WOMEN**

**REQUEST FOR PROPOSAL FOR TOYOTA HIACE FOR UNICEF PROJECT
Summary Sheet**

Name of the company	Asian University for Women
Procurement Reference Number	Toyota Hiace for Unicef Project
Date of issue of the RFP	4 th October, 2025
Date and Closing Time for RFP submission	14 th October, 2025 (12:01 pm) (GMT +6)
Quotation submission mail address	tender131@auw.edu.bd
Address for Communication	Asian University for Women 20/A M. M. Ali Road Chattogram 4000, Bangladesh Tel: +880-31-285-4980 Fax: +880-31-285-4988

Bidders are invited to submit their proposals in accordance with the terms outlined in the enclosed Request for Proposal (RFP).

AUW reserves the right to reject any or all offers without providing any reason.

Confidentiality must be strictly maintained. The information provided here should only be used for its intended purpose and scope. By retaining this RFP, you agree to treat all information as confidential.

All communications regarding this Request for Proposal should be directed to AUW, with copies sent to the email addresses listed in the RFP email.

For any further queries, please contact:

- **Primary Point of Contact for RFP Process and Technical Queries:**

Mohammed Ishrat Bin Mahbub

Director of Supply Chain Management

Email: mohammed.mahbub@auw.edu.bd

Contact Number: +8801926673027; Whatsapp: +8801671470348

Proposals should be submitted only to the following email: tender131@auw.edu.bd

No other AUW email address should be used in the "To," "CC," or "BCC" fields. Any proposal that violates this instruction may be disqualified.

Objective

Asian University for Women (AUW) seeks to graduate women who will be skilled and innovative professionals, service-oriented leaders in the businesses and communities in which they will work and live, and promoters of intercultural understanding and sustainable human and economic development in Asia and throughout the world.

Requirements

To achieve our objectives, we require the following product/service:

- **Description of Product/Service:** TOYOTA HIACE
- **Quantity:** 1 unit

Manufacturer	Toyota HIACE
Year of Manufacturer	2020 or latest model
Package	SUPER GL-DARK PRIME or Similar model
Engine Size (cc)	2000 cc
Transmission	Auto
Fuel Type	Octane
Drive Train	2WD
Mileage(km)	The lowest the better
Body Type	Minivan
Exterior Color	Silver/Black/Purple
AC	Dual AC
Color	Silver
Other Spec	LED HEADLAMP, BACK MONITOR, AUDIO STEERING, HALF BLACK LEATHER SEAT



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1. Information need to be submitted:

- a) Trade license of the offeror
- b) Company details
- c) Delivery date
- d) Client information
- e) TIN (Tax Identification Number)
- f) BIN (Business Identification Number)
- g) Specify whether VAT/TAX is included or excluded
- h) Warranty and guarantee of spare parts
- i) Service period
- j) If selected, the offeror must submit import documents to clarify the vehicle import category.

Please note that this offer is subject to the following terms and conditions:

1. The quantities mentioned are tentative and may change at the time of contract or Purchase Order (PO) finalization.
2. AUW reserves the right to award the contract to one or more bidders. Accordingly, the final required quantities may be divided among the successful bidders, at AUW's sole discretion.
3. AUW reserves the right to cancel the bidding process at any stage—before or after receipt of bids, or after the opening of bids—and may call for fresh bids. AUW also reserves the right to reject any bid without assigning any reason.
4. Incomplete bids will not be considered.
5. Please specify your payment terms clearly in the bid.
6. Any queries or requests for clarification regarding the bid must be submitted to the undersigned no later than **14th October 2025, 11:00 AM**. Please note that any inquiry received from a bidder will be shared with all other bidders, without disclosing the identity of the inquirer.

Note: The basic rates quoted must remain valid until **30th November 2025**.